

PRIVACY POLICY

Information about how we collect, use and disclose
personal information about you

March 2021



BACKGROUND



We receive personal information as part of our role in developing and delivering awesome football programmes – information like names, birth dates, phone numbers, email addresses and home addresses.

Maintaining the privacy of information is important to us – and in some cases the collection and disclosure of information by us will be regulated by the Privacy Act 2020 (**Privacy Act**).

CONTEXT



The Privacy Act applies to all “agencies”. An agency is any person or business that collects, uses and stores personal information, including government departments, companies, religious groups, schools and clubs.

Personal information is information about identifiable, living people. Anything that identifies you or is about someone who is identifiable could be personal information, like a photo, an email or a recorded conversation.

The Privacy Act sets out 13 principles that specify how personal information can be collected and used, and people’s rights to gain access to that information and ask for it to be corrected.

This Privacy Policy explains how we collect, use and disclose personal information about you. It also sets out rights you have in relation to that information.

WHEN AND HOW WE COLLECT PERSONAL INFORMATION



Sometimes you provide us with personal information and sometimes information about you is collected automatically.

We may receive personal information about you in the following circumstances:

- when you contact us seeking information about us, our programmes (or any other products or services) or anything on our website;
- when you subscribe to receive email updates and newsletters;
- indirectly through your use of our website and the services and functionality offered through it;
- when you register through our website for a programme;
- when information is collected in the process of delivering our programmes;

- when you provide us with personal information through written and/or verbal communications from time to time; and
- when you update us about any change to the details of your personal information.

We may also obtain personal information about you from a third party you have authorised to provide the information to us (such as Kapiti Coast United or Capital Football) or as otherwise permitted by law.

We will collect or obtain personal information about you only when it is for a lawful purpose connected with developing and delivering football programmes and our partnership with Kapiti Coast United, and if collecting or obtaining the personal information is necessary for that purpose.

TYPES OF PERSONAL INFORMATION WE COLLECT



The personal information we collect from you, or obtain from a third party or any other means permitted by law may include your:

- name;
- date of birth;
- address;
- email address;
- phone number;
- medical history; and
- playing/club history.

Personal information we collect may also include photographs. Refer to our Photo Use Policy for our approach to taking and using photos.

HOW WE USE YOUR PERSONAL INFORMATION



We use personal information for any of the following purposes:

- to maintain and update contact records;
- to correspond with, and respond to queries and requests from you;
- to administer programmes and any other purposes permitted by law;
- any specific purpose that we notify you of at the time your personal information is collected; and
- to comply with any legal requirement, including any applicable law, court order, other judicial process, or the requirements of a regulator, and as otherwise required or permitted by law.

If we need to use or disclose your personal information for a purpose that you have not been notified of before or at the time your personal information was collected, we will only do so if authorised by you or if the use or disclosure is otherwise permitted by any applicable law (e.g. the Privacy Act).

WHO WE MAY SHARE YOUR PERSONAL INFORMATION WITH



We may share your personal information:

- with Kapiti Coast United and other third parties, to the extent reasonably required to carry out any of the lawful purposes for which we may use your personal information (as outlined above);
- with other programme participants, but only to the extent reasonably necessary (in terms of both the scope of details and the extent of distribution) to aid the operation of those programmes (for example, names and email addresses might be shared with team managers and other team members, so that team members and their families can communicate with one another);
- if we are requested to do so in the course of legal proceedings or other investigations; and
- if authorised by you or where we are otherwise permitted to do so by any applicable law.

Except as provided above, we will not share your personal information with any other third parties and will not sell, license or rent your personal information to third parties.

THE BASIS ON WHICH WE PROVIDE LINKS TO THIRD PARTY WEBSITES



Our website, news updates or other communications to you, may contain links to third party websites. Unless expressly stated otherwise, these websites have not been developed by and are not controlled by us. They are provided for your convenience only, and do not imply that we check, endorse, approve or agree with the privacy practices of the third party websites linked to.

HOW YOU CAN ACCESS OR CORRECT YOUR PERSONAL INFORMATION



You may request access to any of your personal information we hold by emailing us at support@infinityfootball.co.nz. Subject to any lawful grounds for withholding, we will provide you with a copy of the personal information we keep about you.

You may request that the personal information we hold about you be corrected by emailing us at support@infinityfootball.co.nz. If we agree that your personal information is to be corrected, we will do so. If we do not correct your personal information, your correction request will be kept with the personal information held.

HOW LONG WE HOLD PERSONAL INFORMATION



We will not keep your personal information for longer than is required for the purposes for which the information may lawfully be used. If your personal information is no longer required by us, we will either destroy the information or de-identify it so it cannot be attributed to you personally.

WHO YOU CAN CONTACT FOR FURTHER INFORMATION



If you have any queries about this Privacy Policy or on personal information we hold about you, please contact us by email at support@infinityfootball.co.nz.

DEFINITIONS AND OTHER COMMENTS



In this Privacy Policy:

- "we" means Infinity Community Development Limited (and includes its directors and the coaches and administrators it engages to support the delivery of programmes);
- "you" means you, the person registering for our products, providing us with personal information, or visiting our website; and
- "website" means our website accessible at www.infinityfootball.co.nz, or associated websites or pages, including any data room or online portal that we may make available to clients or potential clients.

We may modify or amend this Privacy Policy at any time and for any reason. You can view our most current Privacy Policy on our website.